



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

PROVISION OF DIETARY SERVICES

Effective Date: May 20, 2002

Policy #: DS-03

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- I. PURPOSE:** To establish guidelines to ensure meal distribution, or request and receive special event service.
- II. POLICY:** To provide nutritionally adequate meals, supplemental food supplies, and food supplies for special patient events or hospital activities as approved by appropriate management.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
 - A. Dietary Services will be responsible for meal distribution.
 - B. Physicians are responsible for patient diet orders.
 - C. Staff coordinating special events are responsible for adhering to this policy (10 day advance notice is required).
- V. PROCEDURE:**
 - A. General Meal Distribution
 - 1. A meal will be offered to each patient 3 times daily. These meals will be identified as breakfast, lunch and dinner.
 - 2. Patient meals will be prepared and served according to physician order and dietitian formulated menu. General diets will be procured and served to appropriate patients and for all staff. Therapeutic diets will be prepared by trained diet cooks and served correspondingly.
 - 3. Meals are packaged according to service requirement. These include, but are not limited to, individualized trays, cafeteria style and suitable packaging for night shift staff.
 - 4. The most critical elements of food distribution are time and temperature. Foods will be transported and served as close to preparation/

rethermalization time as possible. Maximum cold food temperatures will be 45° F and minimum hot food temperatures will be 140° F at time of service.

5. Meals will be served at the Central Dining Room, transported directly to Forensic Unit, or transported to other units depending on patient need.

B. Supplemental Food Orders

1. Each unit may submit a weekly store order to request additional food supplies. This order will be received by Dietary Services by each Friday and deliveries will occur on Tuesday via teamsters. Food supplies will be provided as available through purchase or commodity means. Quantities will be determined by unit census. These food supplies include:

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|----|----------------------|----|-------------|
| a. | graham crackers | h. | popcorn |
| b. | saltine crackers | i. | salt |
| c. | peanut butter | j. | cereal |
| d. | peanuts | k. | bread |
| e. | decaffeinated coffee | l. | fruit juice |
| f. | sugar | m. | tea bags |
| g. | sugar substitute | | |

2. Requests for alternative food supplies will be considered on an individual basis.
3. Requisitioned food supplies for Living Skills and Transitional Care Units will be furnished as feasible.

C. Special Events

1. All food items/supplies for patient meals, parties, special events, etc. will be procured from **Dietary Services** only in order to ensure campus security and prescribed diet compliance, as well as minimize food-borne illness.

a. Birthday Parties

- 1) One birthday party per unit, per month is authorized
- 2) A bakery item and a beverage will be made available for these parties.

b. Meal Parties

- 1) One meal party per unit, per month is authorized

- 2) Food supplies for meal parties may be selected from the current day's menu (exceptions may be necessary) or chosen from the party menu as follows:

hamburgers	salads (only if on menu)
buns	fresh fruit
baked beans	dessert
condiments	beverage

c. Off-Campus Trips

- 1) Day Outings – Sack lunches consisting of two sandwiches, fresh fruit, potato chips, dessert, and an appropriate beverage will be provided upon request.
- 2) Medical Leave/Discharge – Quantity of sack lunches will be dependent upon duration of leave/distance of travel

2. Ordering food from outside sources is prohibited

- a. All food will be prepared by Dietary Services to ensure hospital security and confirm food safety.
- b. Food items provided by patients, family and/or friends must be pre-approved.

3. The following guidelines apply to birthday parties, meal parties, off-campus trips and/or special events:

- a. Each request will be reviewed on an individual basis. Arrangements will be made to comply with each request as much as possible.
- b. Special events may include holidays, dances, barbecues, and in-house catering.
- c. Each request will be signed by the unit Team Leader or designee.
- d. Each request will be submitted to Dietary Services at least **10 days prior to the event date**.
- e. Appropriate arrangements will be made to ensure patients requiring modified diets, including double portions, receive correct food items in compliance with physician's orders and MSH policy.
- f. The quantity of food supplies requested will be dependent upon the participating unit's census.
- g. Meal party/special event participants will partake of provided meal in lieu of their regular authorized fare.
- h. Each request must include the date and time of delivery. Each unit or department must make arrangements with the teamster

dispatcher to have the food supplies picked up at Dietary Services and delivered to the unit/department.

- i. Paper supplies (plates, napkins, cups, plastic utensils) must be ordered from the warehouse.
- j. Substitutions may be made at the discretion of Dietary Services based upon the availability of certain food items and the availability of time and personnel to accumulate and package all requested items.
- k. Appropriate serving utensils will be provided and will be returned to Dietary Services
- l. CANCELLATIONS should be made as soon as possible to avoid possible spoilage and/or waste of food items. In the event all the requested food items have been accumulated and packaged, it is appropriate for the unit to conduct the event on the unit rather than canceling the event.
- m. Only employees are authorized to acknowledge receipt for food supplies.

4. Food Safety and Sanitation Course

- a. The course is offered at intervals throughout the year to provide MSH staff (i.e. nursing and rehabilitation staff) with appropriate food safety and sanitation training to ensure safe food handling at special events.
- b. At least two staff members must meet the qualifications provided by the course at each special event or party.

5. Requesting Special Event

- a. A *Special Event Meal/Party Request* form will be used to request these services.
- b. Telephone requests will be made for sack lunches for medical leave or discharge.
- c. Store Order forms will be used to request any other special events, including day outings, holidays, dances, carnivals, barbecues, and in-house catering. Please list only one food supply item per line.

D. Non-Patient Events

- 1. Non-patient events will be reviewed and authorized as appropriate by Dietary Services management.
 - a. Administration will be allocated coffee and related condiments as requested via store order.
 - b. In-house catering must follow previously listed guidelines.

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Ed Amberg
Hospital Administrator | ____/____/____
Date | _____
Thomas Gray, MD
Medical Director | ____/____/____
Date |
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